

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Sheahan-Malloy, Hilbert and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, December 4, 2018 at 9:30 a.m. in meeting room 4C located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Hinze, Human Resources Director; James Mielke, County Administrator; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, Human Resources Specialist; Erin Blank, Clearview Director of Nursing; Lori Kurutz, Clearview Assistant Administrator; Jane Hooper, Clearview Administrator Executive Director; Rebecca Bell, Human Services and Health Director; Lynn Hron, Clerk of Courts; PJ Schoebel, Medical Examiner; Chris Planasch, Register of Deeds; Jeff Berres, County Board Supervisor

Meeting called to order by Marsik at 9:44 a.m.

Roll call was taken. All members present.

Chair Marsik asked non-Committee Member County Board Supervisors if they wished to be paid for attending the meeting. Supervisor Berres declined payment.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the November 6, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Sheahan-Malloy. Motion carried by unanimous vote.

Hinze stated that a former Highway Department employee is being rehired by the Highway Department. The Highway Commissioner has requested consideration to reinstate some of the sick accrual hours that were forfeited upon resignation. Hinze indicated that other such requests have been approved by this Committee in the past.

Motion by Greshay to approve restoration of 48.0 hours of sick accrual upon hire and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by vote of 3-1 with Sheahan-Malloy opposing.

Hinze referenced a draft Temporary Incentive for Licensed Staff policy for Clearview. Blank and Hooper explained the policy and answered Committee member questions.

Motion by Greshay to approve the Temporary Incentive for RN's and LPN's for picking up open shifts at Clearview. Second by Hilbert. Motion carried by unanimous vote.

Hinze stated that the Judges and Clerk of Courts have requested to create a pool of Bailiffs for the Clerk of Courts and Circuit Court verses a set number due to the nature of the position and availability for trials. Hron answered Committee member questions.

Motion by Sheahan-Malloy to approve the change from a set number of positions to a pool of Bailiff positions for the Clerk of Courts and Circuit Court. Second by Greshay. Motion carried by unanimous vote.

Hinze presented a request for an extension for use of sick leave donations for a Human Services & Health employee who was on approved intermittent leave for a spouse from December 04, 2018 until June 4, 2018. Hinze explained that the employee has used all available time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

Hinze stated that due to the combining of payrolls Policy #111 – Hours of Work requires updating. Hinze will update the policy and provide a draft for consideration at the next Committee meeting.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Jury Bailiff	Clerk of Courts
One (1) Crisis Coordinator	Human Services
One (1) Psychiatric Therapist II – CSP & CCS	Human Services
One (1) Social Service Aide I, II or III – Child Protective Services	Human Services
One (1) Social Service Aide I, II or III – Comm.Serv.Restitution/Indep.Living	Human Services
One (1) Social Service Aide I, II or III – Youth Justice Services	Human Services
One (1) Social Worker I, II or Senior – Child Protective Services	Human Services
One (1) Social Worker I, II or Senior – Child Protective Services Prev	Human Services
One (1) Social Worker I, II or Senior – Community Services	Human Services
One (1) Social Worker I, II or Senior – Youth Justice Services Prev	Human Services
One (1) Human Services Supervisor – Economic Support	Human Services
One (1) Imaging Technician – Intern	LR&P
Three (3) Deputy Medical Examiner (3 requisitions)	Medical Examiner

It was the consensus of the Committee that the Committee will no longer require the Personnel Requisition be completed and sent to the Committee for approval when filling future Bailiff positions.

Motion by Schmidt to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried by unanimous vote.

Mindemann presented a leave of absence for consideration for an employee in the Human Services and Health Department who exhausted available 2018 Federal and State Family and Medical Leave and requested a leave extension for a Medical Leave of Absence 11/02/2018-01/07/2019. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

Mindemann presented a leave of absence for consideration for an employee in the Register of Deeds who exhausted available 2018 Federal and State Family and Medical Leave and requested

a leave extension for a Medical Leave of Absence 12/11/2018-12/31/2018. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Hilbert. Motion carried by unanimous vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – Earl McGhee, Deputy Sheriff, Sheriff, \$28.97, SSU04, ST01, 12/27/2018. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Austin Junod, Transport Officer Occasional, Sheriff, \$18.45, MSC37, ST01, 12/18/2018; Amy Yahnke, Transport Officer Occasional, Sheriff, \$18.45, MSC37, ST01, 11/14/2018. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE - None. REHIRE – None. RECLASSIFICATION – Thomas Rusch, Counselor I AODA, Human Services, \$19.00, L.T.E. Extension, 11/03/2018-12/31/2018; Amy Bradley-Schultz, Nutrition Site Manager-Randolph, Human Services, \$12.05, Float Position to Randolph Site, 11/05/2018. RECLASSIFICATION – None. STEP INCREASE – Robert Frank, RN Practitioner, Clearview, \$68.00, 01/01/2019; Debra J. Wolfram, Family Court Counselor, Family Court Counseling, \$28.72, DC06, ST N/A, 11/24/2018; Gordon D. Arneson, State Patrol East, Highway, \$23.58, DC04, ST N/A, 11/20/2018; Dennis R. Ebert, State Patrol East, Highway, \$23.33, DC04, ST N/A, 12/16/2018; Thomas J. Nehls, Engineering Technician V, Highway, \$26.59, DC06, ST N/A, 12/12/2018; Kendelle L. Bowe, Corporal – Jail, Sheriff, \$25.97, DC06, ST N/A, 10/28/2018.

Hinze presented a request to increase the rate of pay for the Nurse Practitioner position, which is on the Miscellaneous Wage Scale to \$68.00/hour effective January 1, 2019.

Motion by Sheahan-Mallow to approve the rate of pay for the Nurse Practitioner position, on the Miscellaneous Wage Scale to \$68.00/hour effective January 1, 2019. Second by Greshay. Motion carried by unanimous vote.

The Committee reviewed the Orientation Period Reports as presented.

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze stated there are no grievances.
- c) Hinze provided an update on the IT Director recruitment and invited Committee members to the meet and greet on December 4, 2018 at 3:00 p.m. for two (2) candidates.
- d) Hinze provided an update regarding the 2019 Health Insurance and Health Savings Account enrollment.
- e) Hinze provided an update on the successful completions of the combining payroll project.

Future Agenda Items: Policy #111 – Hours of Work, Sick Leave for Rehires, Paid Time Off (PTO), Changes to the Annual Evaluation, Flex time, Incentives.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, December 18 at 9:30 a.m., Tuesday, January 8, 2019 at 9:30 a.m., and Tuesday, January 22, 2019 at 9:30 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:15 a.m.

Richard Greshay, Secretary

Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.